

**SUMMARY OF THE  
NELAC BOARD OF DIRECTORS MEETING  
MARCH 8, 2001**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference at 1:30 p.m. Eastern Standard Time (EST) on March 8, 2001 in regular session. The meeting was led by chair Dr. Charles Brokopp of the Utah Department of Health following the agenda distributed previously to Board members (Attachment A). The list of participants is shown in Attachment B, the new list of action items is given in Attachment C, and the cumulative list of action items is given in Attachment D.

Dr. Brokopp opened the meeting by introducing Mr. Thomas Maloney who accepted his invitation to join the NELAC Board of Directors. Mr. Maloney noted that he is the QA Officer for a USGS laboratory that will apply to become NELAP-accredited, and that he has participated in NELAC activities since the first meeting.

**APPROVAL OF MINUTES**

Following review of the minutes of the February 8, 2001, meeting, it was moved, seconded and approved to accept the minutes as amended. Dr. Brokopp reviewed action items, which have been updated to their current status.

**ELAB SUMMARY**

Dr. Brokopp introduced Dr. Wilson Hershey, chair of the Environmental Laboratory Advisory Board (ELAB). He reviewed recommendations that are under consideration by ELAB and will be acted on at its next meeting (April 24, 2001). These recommendations, in their current form, are that NELAC:

1. establish a policy for modifying the scope of the currently adopted Standard,
2. delay consideration of an accreditation standard for stack testing for two years, and
3. disband the ELAB/ASETT and NELAC/MSE subcommittees.

The Board discussed the first issue, favorably and at length; such a policy would ensure that the priorities and interest of the entire Conference were considered in such additions. Ms. Rhyne and Mr. Slayton volunteered to draft such a policy for circulation and discussion at the next Board meeting.

**INTERIM MEETING LOCATION, DATE AND AGENDA**

Ms. Sample reviewed tentative plans for the site for the Seventh NELAC Interim Meeting (NELAC 7i), and the Board discussed the draft meeting schedule that had been distributed. Suitable estimates of guest room reservations for recent meetings were discussed, and Ms. Hankins offered to forward that information for recent meetings contracted by EPA in the Washington, DC area. The need for a policy for sponsors for refreshment breaks or other specific events was revisited; Dr. Jackson asked for guidance as he re-addresses this issue (see Attachment D, #3).

#### NELAC 7 STATUS

Dr. Brokopp introduced Ms. Colleen Freeze to update the Board on preparations for the Seventh NELAC Annual Meeting, scheduled for May 22-25 at the Little America Hotel in Salt Lake City, Utah. Ms. Freeze reported that the meeting brochures have been put in the mail, that a website for information and registration ([www.eutah.org/nelac7](http://www.eutah.org/nelac7)) is operational, that information is being gathered for representatives and alternates, and information is being gathered from committee chairs on their specific agendas. Details of the proposed schedule were discussed and revisions will be considered to accommodate travel times.

#### CONTRACTOR SUPPORT FOR TELECONFERENCES

Dr. Billets reviewed EPA's current contractual arrangement for support to NELAC meetings and teleconferences. He noted that it is a fixed price task order, and has nearly reached its capacity. He reported that the process has been initiated for additional procurements to ensure continued support for teleconferences and NELAC 7 activities. He also asked the Board to develop a prioritized list of support for discussion at its next meeting.

#### NEW BUSINESS

Ms. Labie distributed a paper on Communication and a draft survey developed by the Transition Committee. These will be discussed at next month's meeting.

#### NEXT MEETING

The next meeting of this Board is scheduled for April 12, 2001, at 1:30 p.m. EST, by teleconference.

**NELAC BOARD OF DIRECTORS**  
***DRAFT AGENDA***  
**March 8, 2001**  
**1:30 - 3:00 pm EST**

1. Approval of Minutes of March 8, 2001 Meeting\* - *Chuck Brokopp*
2. ELAB summary - *Wilson Hershey*
3. Interim Meeting Location, Date and Agenda\* - *Jackie Sample*
4. NELAC 7 Status - *Chuck*
5. Contractor support for teleconferences - *Steve Billet*
6. New Business

\* Attachment

**List of Participants  
Board of Directors Meeting  
March 8, 2001**

Name	Affiliation	Address
Dr. Charles Brokopp Chair	UT Department of Health	T: 801-584-8406 F: 801-584-8486 E: cbrokopp@doh.state.ut.us
Ms. Ann Marie Allen	MA Dept. of Environmental Protection	T: 978-682-5237 F: 978-688-0352 E: ann.marie.allen@state.ma.us
Dr. Stephen Billets Exec. Secy., Acting	USEPA/ORD	T: 702-798-2232 F: 702-798-2261 E: billets.stephen@epa.gov
Ms. Jeanne Hankins Director	USEPA/ORD	T: 919-541-1120 F: 919-541-4261 E: hankins.jeanne@epa.gov
Dr. Paul Kimsey (absent)	CA Department of Health Services	T: 510-40-2411 F: 510-540-3075 E: pkimsey@dhs.ca.gov
Ms. Silky Labie	FL Department of Environmental Protection	T: 904-488-2796 F: 904-922-4614 E: labie_s@dep.state.fl.us
Mr. Tom Maloney	USGS/NWQL	T: 303-236-3460 F: 303-236-3499 E: tmaloney@usgs.gov
Dr. Jim Pearson (absent)	VA Division of Consolidated Laboratory Services	T: 804-786-7905 F: 804-371-7973 E: jpearson@dgs.state.va.us
Ms. Anne Rhyne	TNRCC	T: 512-239-6830 F: 512-239-6410 E: arhyne@tnrcc.state.tx.us
Ms. Jackie Sample	US DOD	T: 843-764-7337 11) F: 843-764-7360 E: samplejh@navsea.navy.mil
Mr. Joe Slayton	USEPA/Region 3	T: 410-305-2653 F: 410--305-3095 E: slayton.joe@epamail.epa.gov
Dr. Gene Tatsch (Contractor Support)	Research Triangle Institute	T: 919-541-6930 F: 828-628-0659 E: cet@rti.org

**NELAC Board of Directors Meeting  
March 8, 2001  
New Action Items**

<b>Item No.</b>	<b>Action</b>	<b>Status</b>
1	Ms. Rhyne & Mr. Slayton will draft a policy for adding new areas to the NELAC Standard.	
2	Ms. Hankins will forward guest room reservation data from recent meetings contracted by EPA in the Washington, DC area to Ms. Sample.	
3	Board members should forward counsel to Dr. Jackson on development of an event-sponsor policy.	
4	Revisions of the proposed NELAC 7 schedule will be considered to accommodate travel times.	
5	Board members should to submit NELAC support items to Dr. Billets or Dr. Brokopp so that a prioritized list of needed support can be discussed at its next meeting.	

**Action Items from Previous Meetings  
NELAC Board of Directors  
March 8, 2001**

<b>No.</b>	<b>Date of Meeting</b>	<b>Action</b>	<b>Status</b>
1	04/13/00	Dr. Jackson, and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item).	On-going
2	01/11/99	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the NELAC Website. They are to submit these to the Membership and Outreach Committee.	On-going
3	09/23/99	Dr. Jackson will draft a policy for responding to future offers of NELAC-associated activities at national meetings.	On-going
6	05/04/00	The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.	On-going
8	05/08/00	Dr. Brokopp will explore organizational issues with ECOS.	Ongoing
9	7/26/00	Dr. Brokopp will continue to lead exploration of viable options, including financial issues.	Ongoing
13	7/13/00	The Program Policy and Structure Committee is tasked with developing specific draft wording of a reorganized NELAC at NELAC 6i.	Deferred
14	8/10/00	Ms. Allen, Ms. Labie, and Dr. Brokopp will draft a plan, based on the most recent work by the transition committee, for submittal to EPA	Deferred
15	8/10/00	Board members are to identify suitable candidates for the vacant Board position	Complete
17	9/12/00	Mr. Parr will draft a NELAC-7i proposal for Dr. Brokopp, Ms. Labie, Dr. Kimsey to review prior to presentation to the full Board.	Ongoing
18	9/12/00	Ms. Hankins will draft a policy to address change of status (Voting - Contributor) of a committee member.	Complete
22	10/31/00	Committee efforts should cite by reference the desired ISO wording, adding explanatory and supplemental notes as needed	Ongoing
24	10/31/00	Ms. Hankins will identify a representative from ISO be invited to participate in a future Board teleconference to discuss viable options for use of ISO language in the NELAC Standard.	Deferred

**Action Items from Previous Meetings  
NELAC Board of Directors  
March 8, 2001**

<b>No.</b>	<b>Date of Meeting</b>	<b>Action</b>	<b>Status</b>
25	11/09/00	Mr. Siders will draft a response to AIHA, for Board review, outlining the committee's plans for development of a NELAC asbestos standard.	
27	11/09/00	Dr. Brokopp will present another update on preparations for NELAC 7 during the December meeting of the Board.	Complete
30	11/09/00	Dr. Brokopp agreed to follow up with Dr. Billets on possibilities for new promotional ideas and report to the Board at next month's meeting.	Ongoing
31	12/14/00	Board members should study the proposal for refresher training for assessors in depth and Email their comments to Ms. Hankins before December 22, 2000	Completed
32	12/14/00	Ms. Hankins will inform Ms. Moore of the Board's decision on the refresher training proposal by December 31, 2000.	Completed
34	12/14/00	Ms. Sample will request her staff to propose sites that comply with the GSA rates.	Completed
35	1/1/01	Dr. Brokopp and Dr. Kimsey will explore possible legal options for continued use of ISO language in the NELAC Standard.	Ongoing
37	1/1/01	Dr. Brokopp will Email the Board and committee chairs for inputs on presenters & topics at the WTQA meeting next August.	Ongoing
38	3/8/01	Dr. Brokopp will include a request for information on acceptance of NELAC accreditation in the annual letter to the NELAC representatives.	Complete
39	3/8/01	Dr. Billets will obtain an update from Ms. Sample, and offer his assistance, in making arrangements for NELAC 7i.	On agenda
40	3/8/01	Dr. Brokopp will request the Membership and Outreach committee to draft the appropriate letter for designating NELAC 7 voting representatives for his signature and mailing.	Complete
41	3/8/01	Ms. Hankins will check with Dr. Jackson on the status of Item No. 3, (9/23/1999)	Complete
42	3/8/01	Dr. Billets will follow-up with Membership and Outreach committee on Item No. 6 (05/04/2000).	Ongoing
43	3/8/01	Dr. Brokopp will revisit Item No. 9 (7/26/2000) to consider developing a briefing package for the new administration.	Ongoing

<b>No.</b>	<b>Date of Meeting</b>	<b>Action</b>	<b>Status</b>
44	3/8/01	Ms. Hankins will contact Mr. Parr on the status of Item No. 17 (09/12/2000).	Complete
45	3/8/01	Mr. Slayton will contact Mr. Siders on the status of Item 25 (11/09/2000)	Ongoing